



QUESTION AND ANSWERS

SPECIAL INVESTIGATING UNIT (SIU)

RFP: 03/06/2022/FD

PROJECT: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMMODATION FOR SIU NORTHERN CAPE KIMBERLEY). (Within Kimberley and/or surrounding areas).

Date : 08 February 2021

Issued by: Special Investigating Unit (“UNIT”)

Closing date : Friday, 15 July 2022

Closing time: 11:00am

No	Questions from Bidders	Answers
1.	The company I represent is a landlord agent, intending to submit a building on behalf of the landlord, with the landlord's authorisation. In this regard, we (the agent) will be the bidder. Regarding the supporting documents that must be submitted with the RFP, such as audited financial statements, BEE certificates, CSD report, Tax compliance certificates etc, must these documents be the landlord's agent's documents, i.e. us the bidder, or must these be the landlord's documents?	The supporting document to be submitted with the RFP is for the agent as the main bidder. The SIU will only enter into contractual agreement with the main bidder (agent) not the Landlord. The document which you should submit with the Landlord details it will only be documentation to prove the legal right to act on behalf of the owner of the property which have been briefly explained in page 7 of the advertised terms of reference (tor) under administrative compliance as returnable document.
2.	The RFP asks for a Building grade (A or B or above) evaluation report. This is an unusual request. Does this "report" only involve filling out the details of the grading on page 26 of the RFP?	The report should be issued by an Architect or other relevant qualified person.
3.	At the bottom of page 54 in the RFP, the instructions advise that the bidder may complete Part A of the reference letter section in the RFP, or may provide reference letters from company with letterhead. To clarify, does this mean that the bidder can just include reference letters, signed by past clients on their letterhead, without having to ask the previous clients to fill out the Reference section of the RFP?	Yes, you can opt to submit the signed reference letters by clients without having ask the previous clients to fill out the reference section of the RFP as stated on page 54 of the advertised RFP.
4.	The RFP asks for 30 parking bays that are either in the basement or shaded including visitors parking. Can a portion of the visitors parking be outside of this parking bay number? E.g. 25 parking bays are in the based	The RFP require the service provider to be able to provide SIU with 30 parking bays e.g. basement, IBR Corrugated iron or shade-net covered, including disabled parking & visitors which are situated in a secure area off-street, on-site area. The classification of parking according to basement or

	or are covered, but 5 are outside parking for the use of visitors? If this can be acceptable, what would be the preferred ratio?	shaded will be arranged with the preferred bidder. The evaluation will focus on the provision of 30 parking bays.
5.	The external signage requirement is a bit vague in the RFP. Signage can vary greatly in size and type, and therefore costs. Is it possible to be more specific?	Signage requirement will be procured by SIU through a competitive quotation process. The service provider must ensure that the building offered to the SIU has adequate space to enable the SIU to put up such signage.
6.	Must all bids be hand delivered as per the address on the bid document?	Proposals/ bids can either be hand delivered or be courier to the below address: SPECIAL INVESTIGATING UNIT (SIU) 1st Floor 74 Watermeyer Street Rentmeester Building Meyers Park Pretoria 0184
7.	The head count is 29 and total space required is 700 however the other items size on the table does not equate to 700?	The detail numbers in the table add up to 696m ² and was then rounded to 700m ² . The “additional space required” to accommodate for the future growth of staff .
8.	With reference to the above mentioned tender we note that you require 700m ² . There is allowance for 10% either side of that.	According to the advertised TOR the service provider may differ with 10%, In other words the Service Provider may decide to price (quote) between 630m ² and 770m ² .

	<p>If we say for instance have 1000m2 available do we work on the 700m2 or 770m2 in our pricing schedule?</p>	
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